

Empowering Women in International Affairs



Project Title	Empowering Women in International Affairs
Project Summary	Elevate the way Executive Women at State communicates through well-crafted visual products. Showcase the power of information management and visual design and enhance our Executive Women at State affinity group.
Country	United States
Agency	Department of State
DoS Office	HR
Post	N/A
Section	N/A
Number of Interns	1

Project Description

Support the Executive Women at State professional affinity group as we enhance internal communication by engaging our audience with eye-catching visual products, such as newsletters, presentations, advertisements, special projects, and more. Use your advanced research skills to gather relevant and accurate information and articles related to topics such as advancement of women in senior leadership roles, unconscious bias, and professional development; develop and write documents for use in specific projects, events, and visual communication.

Work directly with the EW@S Communications committee (via email and weekly phone calls).

Usual lifecycle of each project: receive project request and deadlines for deliverables, submit deliverable, receive feedback, make revisions and finalize project for submission.

Desired Skills Interests

Additional Information

Production tools VSFS candidate should know how to use and have at their disposal before applying: Google Drive, Microsoft Office, platform for creating newsletters (Adobe Creative Suite, Publisher, etc.)

Primary viewing platforms used by internal/external audiences: Windows/Microsoft workstations, SharePoint and WordPress sites, Media Wiki-based websites.

Excellent writing and research skills.

Language Requirements

None